

NETIQUETTE GUIDELINES FOR ONLINE LEARNING @ LAURIER

Hey,

I'm in ur online course... i need more time for the essay...is this ok?

Do you see any problems with the above? Continue reading to find out more...

WHAT IS NETIQUETTE?

The word "netiquette" is a combination of the words "network" and "etiquette." For our purposes, netiquette refers to a set of guidelines to help you communicate effectively in an online environment with both your instructor and your peers.

WHY DO WE NEED RULES?

If you are like most students today, you probably communicate with your friends and family via text, instant messages, or Facebook. These communication channels are fast and easy to use. How we talk to each other using these technologies though is quite different than how we should communicate in a professional environment like an online classroom or workplace setting. **Without awareness of these guidelines, it is possible that you could offend or alienate someone in your online course (maybe even your instructor)!** When you don't meet your peers or your instructor in person, their entire impression of you is based on how you communicate with them in emails, chats, and discussion board postings.

SO WHAT ARE THE RULES?

Most of the guidelines provided here may seem like common sense, but you would be surprised how often they are ignored! Use these guidelines to communicate effectively and successfully in your online course.

- * Include a short but clear subject line that indicates the topic of your email or discussion board post to the recipient
- * Begin emails with a proper salutation (e.g. Dear, Hello, Good Morning). Your instructors or peers may not appreciate receiving emails that begin with "hey," or even worse, contain no salutation at all!
- * Conclude your email with a proper closing and include your name (and ID# where appropriate)
- * Address your instructor as Dr., Prof., Mr., or Ms. unless they have asked you to use their first name
- * Do not mark emails urgent unless they really are
- * Use "reply to all" sparingly; does everyone need to read this?
- * USING CAPITALS IS EQUIVALENT TO SHOUTING and is usually not appropriate for online communication
- * Consider your tone and keep an eye out for statements that could be misread or misinterpreted
- * Use proper grammar, spelling, capitalization and punctuation
- * Avoid using short forms, abbreviations, and slang
- * Check what you write and who you are writing to before clicking "send"
- * Don't assume that anything sent or posted on the Internet is secure: consider your public vs private virtual footprint!

The most important guideline is to never write something in an email or on a discussion board that you wouldn't say in person.

Your instructor may provide you with additional guidelines for communicating on course discussion boards or in group chats. Keeping these guidelines in mind will help you to communicate successfully with others in your course.

Remember that in an online environment, you are what you write!